



City of Rolling Meadows

Board of Fire and Police Commissioners

3600 Kirchoff Road • Rolling Meadows • Illinois 60008

(847) 394-8500

firepolicecommission@cityrm.org

City of Rolling Meadows Board of Fire & Police Commissioners

Minutes of Regular Meeting on August 10, 2020

Present: Commissioners Tom Callard, Dave Walter and Ted Loesch

Absent: None.

Also Present: John Nowacki, Police Chief; Jeff Moxley, Fire Chief; Rick Acosta, Deputy Fire Chief; Barry Krumstok, City Manager; Deb Austerlade, Administration Secretary

Call to Order: Having established a quorum, Chairman Callard called the meeting to order at 9:00 a.m.

Approval of Minutes: Commissioner Loesch made a motion to approve the minutes of the Regular Meeting held on July 13, 2020, seconded by Commissioner Walter. With no further discussion, a vote was taken. All in favor; motion carried.

Public Comment: None.

Communications: Chief Nowacki received an inquiry from an entry level police officer applicant asking if the City of Rolling Meadows would accept a letter from an attorney as documentation to prove U.S. citizenship. After he contacted the City's attorney, Chief Nowacki clarified that government issued documentation is the only documentation acceptable to prove citizenship. This would include work visas.

Unfinished Business

Fire: Chief Moxley reported that firefighter candidate Austin Isham has passed his background investigation and medical exam. Chief Moxley will contact Mr. Isham to coordinate an August 24 start date.

Police: Chief Nowacki has been working with Police Department staff to compile a list of potential interview questions for the next entry level police officer hiring process. IO Solutions provides information regarding the number of applications received each Monday, and Chief Nowacki said that approximately 50 have been received to date. In order to ensure a diverse mix of applicants, expanded recruitment efforts have been undertaken including advertising on the National Minority Update website as well as advertising with colleges. The written exam will be administered in September.

Chairman Callard advised that he, too, has been looking into new questions to present to applicants during the interview process. Questions should be finalized at the next Board of Fire & Police Commissioner meeting in order to be prepared for October interviews.

New Business

Fire: Chief Moxley advised that IO Solutions has provided him with an updated cost sheet to administer the written text indicating that it will cost \$62 per applicant. If we wish to have the test administered remotely, there will be an additional \$12 charge per applicant. Chairman Callard expressed his preference of administering the test in person. All Commissioners agreed. An application fee of \$65 per applicant will be charged to offset the costs.

Chief Moxley opened a discussion regarding our requirements to take the test: Will applicants be required to possess a Basic Fire Operations certification from the State of Illinois? Will a paramedic license be required? While we tend to receive more applications when we do not require the Basic Fire Ops certification, firefighter training is not available through community colleges and the cost to send a candidate to a fire academy is now more expensive. Additionally, Chief Moxley stated the education received at various fire academies is not equal and candidates trained at some academies require additional training once they begin working at the Rolling Meadows Fire Department. Paramedic training, on the other hand, is available at several community colleges and is consistent.

Chief Moxley would prefer to require that applicants possess both a paramedic license and be State certified in Basic Fire Operations. In order to ensure training consistency, he inquired about awarding preference points to applicants who successfully completed their education at specified academies, and Commissioner Callard requested that Chief Moxley provide his recommendation, including a list of preferred academies, in writing to the Commissioners.

Police: Chief Nowacki reported that the Department's two new probationary officers will graduate from the Chicago Police Academy on August 21 and then begin field training.

Items Not on the Agenda

Chief Nowacki reported that K9 Scar has been selected a finalist for A & E's "America's Top Dog". Representatives from the show will be filming at the Rolling Meadows Police Department in the near future. Scar is a dual purpose dog who is capable of finding narcotics as well as performing tracking duties.

In light of the COVID-19 pandemic, Chief Nowacki asked the Commissioners if they had considered whether or not the use of personal protective equipment will be required to be worn by applicants during the written exam. Commissioner Walter stated that face masks will be required and applicants will not be admitted without a face covering. Face coverings must be worn for the duration of the orientation and exam. All agreed.

Adjournment: Having no further business to discuss, Commissioner Loesch made a motion to adjourn, seconded by Commissioner Walter. All in favor; motion carried. The meeting was adjourned at 9:33 a.m. The next regularly scheduled meeting will be conducted on Monday, September 14, 2020, at 9 a.m.

Respectfully submitted by Deb Austerlade.

A handwritten signature in black ink, appearing to read 'D. Walter', written over a horizontal line.

David Walter, Secretary
Board of Fire & Police Commissioners